



DEPARTMENT OF THE NAVY

NAVY PETROLEUM OFFICE
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IN REPLY REFER TO

NAVPETOFFINST 4020.1C

15 MAR 1996

NAVPETOFF INSTRUCTION 4020.1C

Subj: BULK PETROLEUM AND BULK LUBE OIL REQUIREMENTS

Ref: (a) NAVSUP Manual, Supply Ashore, Volume II
(b) DoD 4140.25-M, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal, Volume II, Chapter 1

Encl: (1) Activities Providing Requirements Data to NAVPETOFF
(2) Requirements Submission Format for CINCPACFLT, CINCLANTFLT, CINCUSNAVEUR and MSC
(3) Requirements Submission Format for Navy Shore Activities

1. Purpose. To promulgate the requirement submission schedule for bulk petroleum and lubricants. THIS INSTRUCTION SHOULD BE PASSED TO THE OFFICE/CODE WITHIN YOUR COMMAND THAT IS RESPONSIBLE FOR ORDERING/ DEALING WITH PETROLEUM PRODUCTS.

2. Cancellation. NAVPETOFFINST 4020.1B dated 22 March 1993.

3. Background. The Navy Petroleum Office (NAVPETOFF) is responsible for compiling Navy bulk fuel and lubricant requirements for submission to the Defense Fuel Supply Center (DFSC). DFSC in turn compiles this data and that of other Services and makes necessary adjustments based on previous consumption and sales factors. DFSC then solicits contracts with commercial vendors to provide the necessary fuel.

4. Discussion. Basic guidance for submission of bulk petroleum requirements is contained in paragraphs 26281-26283 of reference (a). Experience has shown, however, that more specific information must be provided to the using activities in order to clarify and standardize submission practices. Questions, problems or suggestions pertaining to requirement submissions should be brought to the attention of Navy Petroleum Office, Requirements Division (Code 20), at commercial (703) 767-7348/7349/7354, or DSN 427-7348/7349/7354. Navy activities responsible for submitting requirements data to NAVPETOFF are listed in enclosure (1). Navy activities will utilize the procedures specified in this instruction and submit requirements using the format provided in enclosures (2) and (3). Data will include projected requirements, by quarter, for the present fiscal year and the next two projected fiscal years in order to permit NAVPETOFF to compile and submit requirements in accordance with DFSC's purchasing cycle.

5. Action

a. FLEET. CINCPACFLT, CINCLANTFLT, CINCUSNAVEUR and Military Sealift Command (MSC) are to submit bulk F76, JP5, lube oil and MOGAS requirements for their assigned ships receiving fuel to NAVPETOFF utilizing the format of enclosure (2). The requirement should be stratified against specific Defense Fuel Support Points (DFSPs) from which the fuel will be drawn. MSC requirements should include only initial cargo fill for new construction tankers and tankers completing overhaul; routine MSC oiler bulk cargo lifts from DFSPs will be incorporated in the submissions by CINCPACFLT, CINCLANTFLT and CINCUSNAVEUR. Historical lift/bunkering information should be modified by knowledge of exercises, overhaul schedules, budget constraints, turn-ins, and other factors which may impact requirements.

b. SHORE. All shore activities which receive bulk fuel (F76, JP4, JP5 or JP8) either from DFSC direct delivery contracts (other than Posts, Camps and Stations (PC&S) Bulletin contracts) or from DFSPs are to submit their requirements to NAVPETOFF utilizing the format of enclosure (3). Some activities may have a requirement for bulk fuel (not provided by a PC&S contract) but do not appear in enclosure (1). In cases such as these, activities should contact the Navy Petroleum Office, Requirements Division (Code 20), for guidance.

c. POST, CAMPS & STATION (PC&S). Prior to an upcoming procurement period, a computer printout of activity requirements will be furnished to the applicable command for updating. All information contained in the printout will be verified.

(1) CONUS PC&S. Per reference (b), Section G, changes and/or new requirements will be submitted directly to DFSC by Navy/Marine Corps activities.

(2) OVERSEAS PC&S. Changes and/or new requirements will be submitted directly to NAVPETOFF (Code 22) by Navy/Marine Corps activities designated in DFSC Regulation 4220.1.

d. INTO-PLANE. Requirements for into-plane contract coverage are to be submitted to NAVPETOFF via message or letter. These requirements should identify those locations having a recurring annual demand. Requests should include the following information:

- (1) Fuel type;
- (2) Annual requirement quantity;
- (3) Date the requirement is needed;
- (4) Name and telephone number of the requisitioner;

- (5) Potential suppliers with address, telephone number and point of contact;
- (6) Whether commercial grade of fuel is acceptable;
- (7) Whether Fuel System Icing Inhibitor (FSII) is required;
- (8) Location including country and closest large city;
- (9) Airport name, address, designation (Flight Information Publication (FLIP)), and International Civil Aviation Organization (ICOA) indicator or Federal Aviation Administration (FAA) code;
- (10) Reason contract is necessary (justification); and
- (11) Any unusual delivery conditions (i.e., will you require 24 hours a day, 7 days a week coverage, etc.).

e. BUNKERS. Overseas bunkers with a minimum annual requirement of 20,000 gallons or CONUS bunkers with a minimum annual requirement of 84,000 gallons are to be submitted annually to NAVPETOFF via the Operational Fleet Commander. Requirements may also be submitted by any command identifying a recurring need for such coverage.

f. All MSC, Fleet and shore activities submitting requirements to NAVPETOFF are requested to review past consumption data to provide more realistic requirement projection.

g. Per reference (b), paragraph F.2.b., submitting activities are required to conduct a semi-annual review of consumption and report to NAVPETOFF any substantial deviation (15 percent or more) from previously submitted requirements. Activities must determine the cause of the deviation (where such can be identified) and provide necessary revisions of previously submitted requirements to NAVPETOFF.

6. Requirements Submission. Under the provisions of this instruction, all activities are to provide requirements to NAVPETOFF on 1 August of each year.


L. H. CARPENTER

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Williamsburg, VA 23188

Naval Submarine Support Facility
Box 500, Code 240
Groton, CT 06349-5500

<u>UIC</u>	<u>ACTIVITY</u>
M00262	MCAF Quantico, VA
M62204	MCLB Barstow, CA
M62613	MCAS Iwakuni, Japan
M63026	MCAS Futenma, Japan
M67004	MCLB Albany, GA
M67399	MCAGCC TwentyNine Palms, CA
M67400	MCB Camp Smedley Butler, Okinawa, Japan
N00033	MSC Headquarters, Washington, D.C.
N00060	CINCLANTFLT, Norfolk, VA
N00061	CINCUSNAVEUR, London, United Kingdom
N00070	CINCPACFLT, NAVBASE, Pearl Harbor, HI
N00101	NAS South Weymouth, MA
N0017A	Atlantic Fleet Weapons Training Facility, Roosevelt Roads, Puerto Rico
N00181	NSY Norfolk, Portsmouth, VA
N00187	PWC Norfolk, VA
N00188	NAS Norfolk, VA
N00189	FISC Norfolk, VA
N00191	NSY Charleston, SC
N00193	NWS Charleston, SC
N00196	NAS Atlanta, Marietta, Georgia
N00204	NAS Pensacola, FL
N00206	NAS, Joint Reserve Base, New Orleans, LA
N00207	NAS Jacksonville, FL
N00213	NAS Key West, FL
N00215	NAS Dallas, TX
N00216	NAS Corpus Christi, TX
N00236	NAS Alameda, CA
N00244	FISC San Diego, CA
N00246	NAS North Island, San Diego, CA
N00251	NSY Puget Sound, Bremerton, WA
N00253	NAVUSEAWARCENDIV Keyport, WA
N00311	NSY Pearl Harbor, HI
N00314	SUBBASE Pearl Harbor, HI
N00318	MCAS Kaneohe Bay, Oahu, HI
N00334	NAS Barbers Point, HI
N00389	NAVSTA Roosevelt Roads, Puerto Rico
N00406	FISC Puget Sound, Bremerton, WA
N00421	NAVAIRWARCENACDIV Patuxent River, MD
N00604	FISC Pearl Harbor, HI
N00620	NAS Whidbey Island, Oak Harbor, WA
N00681	MCB Camp Pendleton, CA
N30776	NAS Kingsville Auxiliary Landing Field DET, Orange Grove, TX
N42237	NAVSUBASE Kings Bay, GA
N45411	Assault Craft Unit 5, MCB Camp Pendleton, CA

Enclosure (1)

<u>UIC</u>	<u>ACTIVITY</u>
N49399	NAVSUBSUPFAC Supply Ops New London, Groton, CT
N60028	NAVSTA Treasure Island, CA
N60042	NAF El Centro, CA
N60050	MCAS El Toro, Santa Ana, CA
N60087	NAS Brunswick, ME
N60169	MCAS Beaufort, SC
N60191	NAS Oceana, Virginia Beach, VA
N60200	NAS Cecil Field, FL
N60201	NAVSTA Mayport, FL
N60241	NAS Kingsville, TX
N60259	NAS Miramar, San Diego, CA
N60462	NAF Adak, AK
N60495	NAS Fallon, NV
N60508	NAS Whiting Field, Milton, FL
N60514	NAVSTA Guantanamo Bay, Cuba
N60530	NAVAIRWARCENWPNDIV China Lake, CA
N61119	FISC Guam
N61331	NAVSURFWARCEN COASTSYSSTA, Dahlgren Div, Panama City, FL
N61414	NAB Little Creek, Norfolk, VA
N61533	NAVSURFWARCEN CADEROCK DIV DET, Annapolis, MD
N61564	Naval Hospital, Guantanamo Bay, Cuba
N61581	Fleet Activities, NAVBASE, Yokosuka, Japan
N61690	Fleet Training Center San Diego, CA
N61755	NAVSTA Guam
N61797	Fleet Training Center Norfolk, VA
N62254	Fleet Activities Okinawa - NAF Kadena, Japan
N62376	NAVAIRWARCENACDIV Trenton, NJ
N62395	PWC Guam
N62507	NAF Atsugi, Japan
N62535	MCAS Tustin, CA
N62573	MCAS New River, Jacksonville, NC
N62586	Naval Ship Repair Facility Guam
N62649	FISC Yokosuka, Japan
N62661	NETC Newport, RI
N62688	NAVSTA, Naval Base, Norfolk, VA
N62735	Fleet Activities, Sasebo, Japan
N62755	PWC Pearl Harbor, HI
N62795	SUPSHIP Pascagoula, MS
N62813	NAVSTA Pearl Harbor, HI
N62863	NAVSTA Rota, Spain
N62974	MCAS Yuma, AZ
N62995	NAS Sigonella, Italy
N63032	NAS Keflavik, Iceland
N63042	NAS Lemoore, CA
N63043	NAS Meridian, MS

<u>UIC</u>	<u>ACTIVITY</u>
N63063	Armed Forces Experimental Training Activity, Williamsburg, VA
N63126	NAVAIRWARCENWPNDIV Point Mugu, CA
N65951	Navy Resale Activity, NEX, COMFLEACT, Yokosuka, Japan
N65954	Navy Resale Activity Det, Commissary Store, NAVORDFAC, Sasebo, Japan
N66687	NMCB, Seabee Camp Covington, Guam
N66688	NMCB, Camp Shields, Naha, Japan
N66691	NSA Souda Bay, Crete, Souda Bay, Greece
N66833	NAVSTA Panama, Rodman, Panama
N67604	MCAS Camp Pendleton, CA
N68245	Navy Fuel Detachment, Tsurumi, Japan
N68246	FISC Yokosuka DET, Sasebo, Japan
N68311	NAVSTA Long Beach, CA
N68335	NAVAIRWARCENACDIV Lakehurst, NJ
N68539	Navy Support Facility, Diego Garcia, British Indian Ocean Territory
N68713	Shore Intermediate Maintenance Activity, Guantanamo Bay, Cuba
N68836	FISC Jacksonville, FL
N68890	NAVSTA Pascagoula, MS
N68898	Nuclear Power Training Unit, Charleston, SC
N68931	PWC Jacksonville
N70278	NAVCOMTELSTA, Yokosuka, Japan
N90946	EDO Corporation, College Point, NY

FLEET BULK (JP5/F76/MOGAS) REQUIREMENTS
(MBBLS)

FY _____							
<u>DFSP</u>	<u>DODAAC</u>	<u>MOD</u>	<u>1ST</u> <u>QTR</u>	<u>2ND</u> <u>QTR</u>	<u>3RD</u> <u>QTR</u>	<u>4TH</u> <u>QTR</u>	<u>TOTAL</u>

FY _____							
<u>DFSP</u>	<u>DODAAC</u>	<u>MOD</u>	<u>1ST</u> <u>QTR</u>	<u>2ND</u> <u>QTR</u>	<u>3RD</u> <u>QTR</u>	<u>4TH</u> <u>QTR</u>	<u>TOTAL</u>

FY _____							
<u>DFSP</u>	<u>DODAAC</u>	<u>MOD</u>	<u>1ST</u> <u>QTR</u>	<u>2ND</u> <u>QTR</u>	<u>3RD</u> <u>QTR</u>	<u>4TH</u> <u>QTR</u>	<u>TOTAL</u>

Enclosure (2)

NAME OF ACTIVITY:			ADDRESS:			NAME AND PHONE NUMBER OF PREPARER (COMM AND DSN):		
UIC:								
1. PRODUCT (NOMENCLATURE, STOCK NO.):			2. TOTAL STORAGE CAPACITY:			3. DATE PREPARED:		
4. CURRENT REQUIREMENT:			5. PROJECTED REQUIREMENT:			6. PROJECTED REQUIREMENT:		
QUARTER	FY	GALLONS	QUARTER	FY	GALLONS	QUARTER	FY	GALLONS
1			1			1		
2			2			2		
3			3			3		
4			4			4		
A. TOTAL:			A. TOTAL:			A. TOTAL:		
7. MODE OF DELIVERY (PREFERRED):			8. POINT OF DELIVERY:			9. CURRENT SOURCE OF SUPPLY (NAME OF FUEL TERMINAL OR DLA CONTRACT NUMBER):		
OTHER POSSIBLE MODES (ALTERNATE):								
10. REMARKS/JUSTIFICATION FOR 15% DEVIATION:			11. MINIMUM/MAXIMUM QUANTITIES PER DELIVERY:					
DATE SUBMITTED:			TYPED NAME AND GRADE OF AUTHORIZING OFFICIAL:			SIGNATURE OF AUTHORIZING OFFICIAL:		